

OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 98-29

April 14, 1998

TO: All Regional Directors, Officers-in-Charge,
and Resident Officers

FROM: Richard A. Siegel, Associate General Counsel

SUBJECT: Addition of Information on Frequently Asked Questions
To the Agency's Web Site on the Internet

The Agency is adding a feature called "NLRB Help Desk" to the Agency's Web Site on the Internet (www.nlrb.gov). The help desk contains information concerning frequently asked questions about filing a charge, the handling of representation petitions and NLRB elections, and general referral information about other Federal and State agencies dealing with employment-related issues. In addition, our webpage permits a user to jump to other websites for more information about particular topics, such as information about filing a charge with EEOC or specific questions about the Family and Medical Leave Act.

The help desk feature to the Agency's Webpage was created through the combined efforts of Joseph V. McMahon, Assistant to the Regional Director (Region 10), Michael H. Leong, Supervisory Examiner (Region 32), Cynthia M. Spurlock, Compliance Officer (Region 28), James G. Paulsen, Deputy Assistant General Counsel and David B. Parker, Director of Information. In addition, each Region provided information needed to create a referral list setting forth the address and telephone number of each of the state Departments of Labor. The contributions of all to this project are greatly appreciated.

We hope that this help desk feature will provide guidance and assistance to employers, unions and individuals utilizing our webpage. Moreover, we hope that this will further enhance the Agency's service to the public.

The information contained in this addition to the Agency's website is, of course, the kind of information regularly given out by Information Officers to members of the public on a daily basis. Therefore, we are sending a copy of the material being added to the Agency's Webpage, including excerpts from other webpages referenced in the help desk information, to each Regional, Subregional and Resident Office. We recommend that this material be

maintained in the office utilized for Information Officer duties and that all Regional Directors remind employees at a staff meeting of this resource when providing information to the public.

Any questions concerning this memorandum should be directed to me or your Assistant General Counsel or Deputy.

R.A.S.

Attachment

cc: NLRBU

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